

## **Regular Meeting Agenda**

- ◇ Networking before the meeting – but still a part of the meeting.
- ◇ Welcome message from facilitator
- ◇ Talk about changes in membership since last meeting (if any)
- ◇ Pass around business card binder
- ◇ Secretary's report – talk about tracked stats from last meeting and YTD. Reminder for speaker rotation.
- ◇ Educational Moment – a 2–3-minute talk to share a topic related to networking success or professional development
- ◇ 60-Second Talks – each person gives a 60 second “commercial” about their business each meeting
- ◇ Speaker Presentation – one member each meeting gives a 10-minute talk to help us get to know them and their business better
- ◇ Referrals & Testimonials – we go around the room to give everyone a chance to briefly talk about referrals passed or testimonies about fellow members
- ◇ Upcoming Events – a chance to highlight events happening within the chamber and for members in their businesses
- ◇ Wrap Up